

The Foundation for Douglas County Schools
PAY VOUCHER

Date: _____

	Employee ID # _____
	Non-Employee
	Parent and/or Student Refund

Special Handling Instructions:

Payee Name:	
Address:	
City, State, Zip:	

Chapter Name and Description of Expenses:

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Account Code and Amount:

Spend Category	\$ Amount	Fund	Cost Center	Budget Source	Program	Initiative
		77		60		
Total \$						

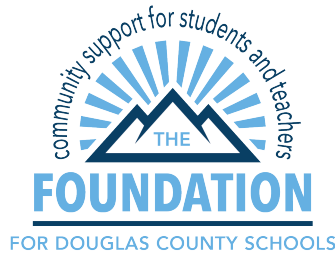
Form is complete with appropriate backup.

The refunds / services listed above are budgeted, appropriated and necessary.

Signature of Preparer & Date

Budget Holder Approval & Date

Authorized Finance Department Official



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GUIDELINES

Pay Vouchers shall be used for the following:

- Parent or Teacher Reimbursements
- Vendor Payments

INSTRUCTIONS

1	Date	Today's Date
2	Employee ID #	Employee ID # for District Employees
	Non-Employee	
	Parent/Student Refund	
3	Special Handling Instructions	Payment handling instructions, such as "Send check back to school" or "Hold for pick up", if needed. If employee box is checked, they will receive direct deposit to their primary account set up through payroll.
4	Payee Name & Address	Name and address of Payee
5	Chapter Name & Description of Expense	Chapter Name and brief description of item(s) for payment
6	Account Code & Amount	Chapter account code and payment/reimbursement amount
7	Signature of Preparer	Chapter Treasurer/Board member signature and date
8	Submit for Review & Payment	Attach receipts, invoices and/or applicable supporting documents to this form, and submit one copy for payment via intra-district mail or scan/email to Vivian Hallberg at vhallberg@dcsdk12.org . The Foundation will review for policy compliance, account code, attachments and signature. Please submit only one request – duplicate requests may result in duplicate payments.
9	Budget Holder Approval	(Leave blank for Foundation Executive Director's signature)

POLICIES

Pay Vouchers cannot be used to reimburse parents or employees for purchases made on behalf of a school or department. This practice sidesteps the District's procurement policies and procedures.

Parents or employees are not approved District purchasing agents.

Receipts submitted should not contain any personal items. No tax will be reimbursed on receipts with personal items.

A W-9 is required for all new vendors. (A blank W-9 can be found on our website under Chapter Resources.)